



## THE W.B. NATIONAL UNIVERSITY OF JURIDICAL SCIENCES

Office Order No. : 1029/Reg/19

Date : September 9, 2019

### OFFICE ORDER

**Sub: Measured to be observed by all faculty members, students and staff members of the University for making WBNUJS a Green Campus**

This is for information of all concerned that for making WBNUJS a Green Campus, the following measures are to be observed by all faculty members, students and staff members of the University **with effect from 16.09.2019.**

The Campus Supervisor is directed to submit a compliance report last day of every month to the Office of the Vice Chancellor and the Registrar with a copy to Nature's Committee.

#### **1. Organizing events in an eco-friendly manner**

- Use of only eco friendly materials will be permitted during all the events which are conducted in the University by the faculty/ administration/ student body.
- Folders made of jute material or any other eco-friendly material like cardboard, cloth, etc. should be preferred instead of plastic folder.
- RO water should be served during events instead of purchasing packaged mineral water in order to reduce the usage of plastic.
- E-banners should be used instead of printing banners for each event.
- Food and drinks will be served in reusable cutlery instead of plastic/paper plates or cups/ glasses.

#### **2. Banning single use plastic on Campus**

- Sale of mineral water bottles which cost Rs.10, will be banned on Campus.
- Sale/Use of single use plastic like polythene bags will be banned on the Campus.
- Mess will not be allowed to serve food or drinks in plastic/thermocol cutlery/glasses.

#### **3. Electricity Conservation**

- It will now be a mandatory duty of each floor attendant and staff/student body to switch off all the electric switches when not in use.



#### 4. Reducing paper wastage

- There will only be a soft copy submission of the projects except for the teachers who prefer hardcopy.
- Office of the A.R. (Academics) will print and store spiral bound Bare Acts which will be reused during examination every year by the subsequent batches.
- The Faculty is hereby directed to send the soft copy of the study material at the start of the semester. The Class Representative of each batch can conduct a survey of the number of students who want hardcopies of the study materials. After the said estimation, the faculty can order the printing of the requisite number of study materials.

Sd/-

(*Smt. Sikha Sen*)

Registrar (Acting)

#### Copy to:

1. All Faculty and Staff Members
2. All Head of the Departments
3. Accounts Officer
4. Asst. Registrar (Academics)
5. Asst. Registrar Administration (Acting)
6. Warden-in-Charge, Hostels
7. Asst. Librarian
8. Campus Supervisor
9. Office of the Vice Chancellor
10. Office of the Registrar
11. DEO (Front Office)
12. DEO (Hostel Office)
13. R.C.T.O.
14. President/Vice President, SJA
15. Security Supervisor
16. Supervisor, House Keeping Services
17. University Website
18. All Notice Boards

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(*Smt. Sikha Sen*)  
Registrar (Acting)